Effective Date: March 15, 2017   **Policy #:** RD-08

I.   **PURPOSE:** Ensure radiologist reports are received within a reasonable time period to assure quality patient care.

II.   **POLICY:** It is the policy of Montana State Hospital (MSH) for the Department of Radiology to ensure report turnaround does not exceed 24 hours on working days 100% of the time.

III.   **DEFINITIONS:**

       A. <u>Radiologic report</u> - a transcribed or verbal interpretation of an imaging study or procedure given by the radiologist.

       B. Radiologist: radiologist certified by the American Board of Radiology having a current State of Montana Medical License and is under contract to provide radiology services to MSH.

       C. Registered Radiology Technologist (RT): current American Registry of Radiologic Technologists (ARRT) and State of Montana license holder under contract to provide services to MSH.

       D. Limited Permit Technologist (LPT): current State of Montana limited permit radiology technologist license.

IV.   **RESPONSIBILITIES:**

       A. RT or LPT: contact radiologist if report exceeds the allotted time frame.

V.   **PROCEDURE:**

       A. If radiology reports are not received within the allotted time period the radiologist will be notified by the RT or LPT and the report will be generated and distributed.

VI.   **REFERENCES:** None.

VII.   **COLLABORATED WITH:** Limited Permit Radiology Technologist; Associate Director of Nursing; Medical Director; Registered Radiology Technologist; and Radiologist.

VIII.   **RESCISSIONS:** None, new policy.

IX.   **DISTRIBUTION:** All hospital policy manuals.

X.   **ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. **FOLLOW-UP RESPONSIBILITY:** Medical Director

XII. **ATTACHMENTS:** None.

_____/___/__   _____/___/__
Jay Pottenger   Date   Thomas Gray, M.D.   Date
Hospital Administrator   Medical Director